

DECISION
No. 538, dated 26.5.2009

**ON LICENSES AND PERMITS TREATED BY OR THROUGH THE NATIONAL
LICENSING CENTER (NLC) AND SOME ADDITIONAL JOINED SUBLEGAL
REGULATIONS' AS AMENDED**

(Amended by DCM no. 385, dated 19.5.2010, no. 436, dated 16.6.2011, no. 956, dated 9.5.2012, no. 421, dated 15.5.2013, no. 26, dated 20.1.2016)

(Updated)

Pursuant to Article 100 of the Constitution and Articles 15 and 36 of Law No. 10 081, dated 23.2.2009 "On Licenses, Authorizations and Permits in the Republic of Albania", upon the proposal of the Minister of Economy, Trade and Energy, The Council of Ministers

DECIDED:

I. GENERAL PROVISIONS

1. All the terms defined in Article 3 of Law No. 10 081, dated 23.2.2009 "On licenses, authorizations and permits in the Republic of Albania", shall have the same meaning in this decision, whereas the following terms, as used herein, shall have the following meanings:

- a) "Certificate" means A document or a set of documents issued by a public or private entity, recognized by applicable legislation, serving to certify the fulfillment of certain licensing criteria;
- b) "Technical Director" function / functions that have the technical and professional responsibility on behalf of the subject that is licensed / permitted and which according to the specific scope of activity may receive special names, case by case;
- c) "Specification", a standardized classification of the category / subcategory of the license / permit;;
- ç) "Specialization", a further standardized specification classification;
- d) "Subject" a legal person, commercial or not, or a natural person, previously registered in the commercial register;
- dh) Everywhere in this decision, when no relevant names are quoted, the term "license / licensing" also means the term "permit / permit" and the term "activity" also means the term "use of a public good".

2. Annex 1 attached herewith determines, on a case-by-case basis, all categories and / or subcategories of licenses that are handled as a rule by or through NLC. For each of them are defined:

- a) Special sectoral legal basis;
- b) Division into subcategories, if applicable;
- c) Specific classifications and / or specializations, standardized, if applicable;
- ç) The validity of licenses;
- d) Special cases of sub-categories of these categories that are handled without the involvement of NLC;
- dh) Cases of handling from or through NLC and relevant procedural group I, II, III;
- e) In the case of handling by group III "of the other institution", which is involved in handling the application for a license, the manner of assessing the application and its decision-making, and the

deadline for this decision-making from the day that NLC has approved the application according to the first stage of the review;

ë) The specific licensing criteria, the types of activity factors, the specifications or specialties to which these criteria apply, and the types of documents used to prove the meeting of these criteria;

f) The date on which the licensing of the respective category / sub-category starts according to this decision;

g) Other specific arrangements, as appropriate.

3. The categories of licenses or their sub-categories, if any, that are handled without the inclusion of NLC are provided in Annex 2, attached herewith. Licensing of these cases is done according to special sectoral legislation. This Annex also includes specific cases of subcategories that are handled without the involvement of NLC, resulting in Annex 1.

4. The license, according to this decision, relates only to applicants who, by status, are subjects, in the sense of this term given in paragraph 1 of this decision, and only for inalienable purposes. Cases for applicants who are not subject and / or where the application is for self-employed purposes are handled under the special legislation in force without the involvement of NLC.

5. The license is related to the category when it is not subdivided into subcategories and to the subcategory when such a division exists. The unique license code is related to the undivided category or the subcategory as appropriate.

6. At his request, a subject may be provided, at the same time or at different times, with a license in respect of one or more specifications or specialties where such a division exists for that category or sub-category, provided that it meets the relevant criteria relating to specific divisions or specialties. In such a case, the unique license code is not changed.

7. Licensing without the inclusion of NLC, in spite of the provisions of the laws in force, is based entirely on Law No. 10 081, dated 23.2.2009 "On licenses, authorizations and permits in the Republic of Albania" and in particular and at least in Chapters I, II and III of this Law.

II. BASIC LICENSING RULES FROM OR THROUGH NLC

1. Licensing from or through NLC is based on the assessment of compliance with the licensing criteria.

2. The only types of criteria that are considered for a license application are the special criteria.

3. One or more detailed, quantitative and / or qualitative criteria elaborate and concretize a specific criterion, according to its application to specific activity / specific activities and specialties.

4. The detailed criteria and relevant supporting documents are those defined by the legislation in force for the minimum rules and standards for carrying out the relevant elementary activities by categories, sub-categories, specialties or specialties.

a) Only detailed criteria related to a particular criterion are evaluated in the process of reviewing a license application.

b) Lack of detailed criteria does not constitute grounds for not examining a license application or for refusing it. In such a case, granting or not the license is based only on the other detailed criteria into force relating to the respective specific criterion.

c) As long as there is no detailed criterion for a specific criterion, then this specific criterion is not considered when examining a license application. In such a case, and if the license depends only on this specific criterion, the license is automatically granted in each case.

ç) Detailed criteria and relevant supporting documents by categories, sub-categories, specifications or specialties are published in the information register of licenses and permits by the ministry or other institution that has subject-matter competence for the activity, according to the legislation in force, in cooperation with the National Licensing Center and in accordance with the standard forms

and formats of this register, in appropriate formats, giving at least the number of legal and / or sub legal act from which they originate. Only detailed criteria and relevant supporting documents, thus published, may be used in the process of reviewing a license application, otherwise they are deemed not to exist.

5. In the case of group III of licenses:

a) "The other Institution" involved in decision-making for a license, when and to the extent not otherwise provided by law or Annex 1 attached herewith, decides on the manner of organizing the work for reviewing license applications which were approved in the first phase by NLC. The decision of the other institution for the application for a license is taken by the head of office or by any authority or body to whom the head of office has delegated this power. Organization of reviewing the application and making the decision on behalf of another institution is done by an act issued by the head of this institution. The act is published in the information register and only on this basis NLC recognizes the will of the other institution.

b) The terms of the decision by another institution, as defined in Annex 1 attached herewith are the maximum. The other institution must make the decision as soon as possible in relation to the complexity of the case.

c) Failure to make a decision within the deadline from the other institution shall be deemed to be approved in silence unless, before the expiry of that term, the other institution shall postpone the application deadline in that case. Undeclared deferral in the application registry is invalid. The postponement of the deadline is only for objective reasons of inability to review the application. The deferral decision also necessarily clarifies the causes that have dictated it. The deferral may be used only once and the adjournment may not be longer than the relevant deadline for the decision-making. The applicant may appeal against the deferral decision under the Code of Administrative Procedures.

ç) The decision of the other institution for each request explicitly expresses the will of this institution. The adoption decision should also define the specific limitations or obligations, if any, as well as the legal reasoning for them. In the case of a disapproving decision, it must clearly state the reasons for the disapproval, expressed in such a way as to enable the applicant to understand what action it should take to be able to obtain the required license by a second request.

d) In the case of Group III, an entity may, at its own discretion, require in each case a two-stage licensing. The first stage license allows the entity to perform only those actions and to the extent proportional to the types and extent of the criteria met at this stage. Each stage is treated as a licensing of Group III.

6. When certain qualities required for a particular criterion in a licensing are verified that they are met due to the process performed under another licensing, authorization or certification, relevant documents issued by the responsible authorities or even the license holder, the authorization or the certificate, as long as they are valid, serve as sufficient supporting documents to verify the fulfillment of this criterion. In such a case, the other institution, in relation to group III of licenses, avoids the unnecessary use of on-site inspections for these certified qualities and shortens the time of request review in relation to the time saved for that cause.

7. When a subject has lost the right to exercise an activity, according to the legislation in force, this legal fact, as long as it is in force, constitutes a necessary and sufficient condition for disapproval of the application and / or revocation of the license granted for that activity. Argumentation of the enjoyment of the right is based on the self-declaration of the entity. False statement is punishable under applicable legislation and the license granted in good faith is immediately revoked by the relevant authority.

8. Other supporting documents are:

a) Entity registration act according to the legislation in force;

- b) The identification document, known by law, of the person submitting the application on behalf of the entity;
 - c) Authorization certifying that the person who submits the application on behalf of the entity when he/she is not the head of the entity is authorized by this entity to request the license and make the required declarations on behalf of the subject;
 - ç) Any other supporting documents required under the special sectoral legislation, provided that these documents or acts which they specify are published in the information register for each category / sub-category of license / permit. For these types of supporting documents, the definition of letter "d" of paragraph 4 of Chapter III of this decision applies;
 - d) Any document that the Applicant considers useful for reviewing his application.
9. The accompanying and supporting documents are not required to be submitted to the NLC when they appear in the circumstances set out in paragraph 3 of Article 10 of Law No. 10 081, dated 23.2.2009 "On licenses, authorizations and permits in the Republic of Albania". In particular, the legal facts recorded in the Commercial Registry of the National Registration Center and those in the criminal court registry are not required to be submitted by a written document to NLC. The necessary data for these documents is provided through the self-declaration of the requesting entity.

III. LICENSING OF ENTITIES AND CERTIFICATION OF INDIVIDUALS

1. Certification of individuals for their knowledge, skills, experience, reliability or other individual qualities required to perform certain functions or professional activities is a process separated from licensing and is carried out in accordance with applicable legislation without the involvement of NLC.
2. Certification of individual qualities, according to the relevant legislation in force, is based on special criteria, such as:
 - a) Education required;
 - b) Experience required;
 - c) Physical and / or health qualities required;
 - ç) Age;
 - d) Membership in a Professional Organization;
 - dh) Credibility from a relevant public authority;
 - e) Successful passage of the examination or testing organized by the responsible public authority or a private institution on behalf and by authorization of public authority or law;
 - ë) Any other criterion determined under the legislation in force.
3. Paragraph 7 of Chapter II of this Decision applies also in the case of individual certification.
4. In the case of the licensing of entities, when, according to Annex 1 attached to this decision, one of the licensing criteria is the prior certification of the required qualities of one or several individuals with certain functions in this entity, then the fulfillment of this special licensing criterion is based on: the certification document(s) issued by the relevant public or private institution under paragraph 2 of this chapter and the act(s) proving that the individual concerned has accepted to exercise the relevant function in the requesting entity of the license / permit that the individual recognizes and accepts all the liabilities and obligations in exercising this function and that there are no legal obstacles in the exercise of this function. In the case when:
 - a) The certification of the required qualities of the individual for the function assigned to the licensed entity is based on one or more of the criteria set out in letters "a" and / or "b" and / or "c", "ç"; and / or "d" of paragraph 2 of this chapter and as long as there is no practice of unified certification of these qualities by a competent authority other than NLC, Then the relevant supporting documents together, are unified with the certification, and serve as probative documents by the entity requesting

the license / permit by the NLC according to each group for the qualities and attributes required for this function. In such a case, these documents are sufficient to adjudicate whether or not this special criterion is met.

b) Certification of the required attributes of the individual for the function assigned to the licensed entity is based on the criteria set out in the letters "dh" and / or "e" of paragraph 2 of this chapter, then the certification must be performed first and the entity should have in its application the certificate issued by the competent authority which has previously verified all certification criteria of the individual in the assigned function. In such a case, the single certifying document to be submitted is the unified certificate issued by the competent authority which has verified and certified all certification criteria. The certificate is not required to be submitted when the circumstances set out in paragraph 3 of Article 10 of Law No. 10 081, dated 23.2.2009 "On licenses, authorizations and permits in the Republic of Albania"."

c) The only special licensing criterion is to certify the qualities and attributes of an individual when this individual, registered as a natural person in the commercial register, is the license applicant, licensing is based solely on the certification documents and the act of registration of this entity. The registration is always done according to Group II and, where possible, according to Group I, notwithstanding the definitions in Annex 1 attached to this Decision.

IV. QUALITIES REQUIRED FOR TECHNOLOGIES, EQUIPMENT AND FACILITIES AND CONSIDERATION OF RELEVANT LICENSING / PERMITTING CRITERIA

In the case of the licensing of entities, when, according to Annex 1 attached to this decision, one of the licensing criteria is the prior certification of required qualities of technology, equipment and / or facilities, then the assessment of the fulfillment of this criterion is based, where applicable, on the self-declaration of the entity and / or the document (s) issued by the public or private entities concerned under the legislation in force, as well as for the cases of Group III according to the definitions in Annex 1 attached herewith, also in the on-site inspection, and / or other assessment methods by the structures charged for this purpose by the other institution.

V. CASES WHEN FINANCIAL GUARANTEE IS REQUIRED

When, under Annex 1 attached to this Decision, one of the special criteria is a certain financial guarantee, the entity submits together with the request an act certifying that the assigned financial amount is frozen and / or guaranteed by a financial institution licensed under the legislation in force. The guarantee must be valid for the entire validity period of the license.

VI. LICENSING AND AUTHORIZATION

1. The authorization process is separate from the licensing process. Authorization can be requested before, during (when available) or after licensing from the entity directly to the responsible institution. Upon obtaining a license, the entity may perform any activity related to the activity that is not impeded by the lack of authorization.

2. The authorization process may be part of the licensing process in the case of Group III licenses and only when the terms of the authorization coincide with one or more of the licensing criteria and the institution responsible for the authorization is at the same time the other institution or an institution or a structure depending on the latter.

3. The institution responsible for granting a type of authorization shall systematically review the application register of licenses and permits to be informed about the entities applying for a license

and when the authorization is necessary contact the requesting entities to inform them of the need for authorization and the obstacles that can be encountered or the penalties that may be incurred in his absence.

4. Point 3 of this chapter applies in particular and, as the case may be, to bodies with inspection powers of central and / or local government institutions in sanitary, veterinary, environmental, territorial and construction fields, forests, waters, all types of transport, public order, civil, fiscal, customs security.

5. The entity may also request an authorization from the NLC at the same time or after obtaining a license. In such a case, the application for authorization becomes special. The entity is obliged to clearly state the reasons for the request, the legal basis and the responsible institution to which he is requesting authorization. NLC accepts only requests for authorizations from institutions connected to the network of licenses and permits, and with which NLC has an agreement for this service, where the procedures for handling authorizations are defined accurately and in detail. In all cases acceptable to NLC, the authorization is treated as a license of Group III. Admission of requests for a certain type of authorization by NLC is done only after the conditions and procedures for such authorization are published in the information register.

VII. COMBINATION OF LICENSES

1. Categories or sub-categories of licenses under this decision are administrative acts that only license the relevant activities.

2. If the effective performance of a complex activity requires the appliance with two or more licenses, the respective subject chooses whether to apply them sequentially or simultaneously.

3. Even in the case of simultaneous application, each license is required on the basis of a specific application but without the need for the same accompanying (supporting) document serving the application of two or more licenses to be submitted in more than one copy to the NLC.

VIII. TAXES AND LICENSING FEES BY OR THROUGH NLC

1. NLC service fees are:

a) 100 (one hundred) ALL for licensing cases, for changes in license title related to the licensing criteria.

b) 50 (fifty) ALL for extending the validity of the license and for changes that are not related to the licensing criteria.

c) Free of charge for other services specified in Article 38 of Law No. 10 081, dated 23.2.2009 "On licenses, authorizations and permits in the Republic of Albania".

2. Fees and special fees related to a particular license are payable to the extent, installments and the ways provided by the legislation in force and the law no.10 081, dated 23.2.2009 "On licenses, authorizations and permits in the Republic of Albania".

3. In the case of a special fee and when the subject gets the license, the NLC fee is part of the special fee. This tariff setting does not apply in the case of a special tax.

4. The definitions of paragraphs 1, 2 and 3 of this Chapter also apply to authorizations acceptable to NLC.

IX. ORIENTATION CONTENT OF THE APPLICATION AND LICENSE TITLE AND RULES FOR THE REGISTRY

1. Orientation content of the application and the license title for all their categories and sub-categories are given in Annex 3 attached to this decision.
2. "Responsible Minister" and "Minister" shall jointly set out changes to this orientation content according to the specific needs of the departments without altering the substance of this orientation content. The act of approving a license application from another institution in the case of Group III is always attached to the license title as part of its annex in the electronic format of this title and, if required by the entity, even in the hard copy format (typewritten document) of this title.
3. In each and every ministry and institution that has the role of another institution in the case of Group III licenses in accordance with Annex 1, according to the expected volume of license applications and registry administration requirements, the official and / or the structure responsible for the administration of the respective part and role in the establishment and functioning of the register, the internal dissemination of the licensing applications, protocols, relevant announcements and / or publications of this institution in the register shall be determined by the internal order of the head of the institution.
4. All institutions apply the rules for the register established by the bylaws issued on the basis and for the implementation of articles 14 and 36, paragraphs 2 and 3 of the law no.10 081, dated 23.2.2009 "On licenses, authorizations and permits in the Republic of Albania ".

X. PROVISIONS FOR EXISTING LICENSES

1. Existing licenses issued prior to the commencement date of the NLC's operation continue to be valid even after this date until the end of their validity, despite their non-publication in the register.
2. Existing license holder may apply for:
 - a) The replacement of an existing license with a license according to the new format and codification, without changing the existing license rights and obligations (where available).
 - b) Changes in the designation or extension of the validity period in the existing license, if these are permitted by the applicable legislation. In such a case, if the application is approved, it is reflected through new format and codification.

XI. STEPS FOR IMPLEMENTING THIS DECISION

1. The date of commencement of the handling of licenses by or through NLC is 9.6.2009, except when in Annex 1 attached to this decision is designated a later date.
2. Starting from the date set out in paragraph 1 of this chapter, ministries and other institutions do not accept requests for these categories / sub-categories of licenses and inform the applying entities that appear to them to go at the NLC's service counters.
3. For licenses that, according to Annex 2, are dealt with without the inclusion of NLC, the stipulation of the entry into force of the license title granted to a subject with the publication of the act of approval in the register starts on 1st of January 2009 under the same deadline as defined in paragraph 4 of Article 55 of Law No. 10 081, dated 23.2.2009 "On licenses, authorizations and permits in the Republic of Albania".
4. The minister and every other responsible minister are charged to issue before 31st of May 2009 the by-laws, pursuant to the law no.10 081, dated 23.2.2009 "On licenses, authorizations and permits in the Republic of Albania" and in accordance with this decision.
5. The minister and every other responsible minister and NLC are charged to take all organizational and logistical measures to enforce this decision.

XII. FINAL PROVISIONS

Licensed entities are obliged to enforce the applicable legislation throughout the time of the activity, as well as the obligations and restrictions set forth in the license issued to that entity.

This decision enters into force on 31.5.2009.

PRIME MINISTER
Sali Berisha

ANNEX 1
CATEGORIES OF LICENSES AND PERMITS THAT ARE NORMALLY HANDLED BY OR
THROUGH NLC

FIELD I
NATIONAL SECURITY, PUBLIC ORDER AND CIVIL PROTECTION

CATEGORY I.2
EXPERTISE AND/OR PROFESSIONAL SERVICES OF CIVIL PROTECTION

I. CATEGORY DIVISION AND GENERAL RULES

1. The activity "Expertise and / or Professional Services of Civil Protection" is the category I.2 of the Annex of Law No. 10 081, dated 23.2.2009 "On licenses, authorizations and permits in the Republic of Albania"¹
2. The category of this activity is divided into two subcategories as follows:
 - a) "Expert Services" with Code I.2.A, which may be specified in counseling, design, planning, damage assessment, information, and education in the sphere of civil defense or other specifics as appropriate.
 - b) "Emergency Intervention Services" with the Code I.2.B which may be specified in the case of fire, earthquake, landslide, flood, snow jams and other emergencies or disasters from natural or occurring phenomena from human activity.
3. Licenses of both subcategories are time limit.

II. LICENSING OF SUB-CATEGORY ACTIVITIES I.2.A

4. The specific licensing requirements, as well as the types of relevant supporting documents for the sub-category A are given in Table 1 below.

Table 1

¹ Proposed by the Minister of Interior with the act no. 3514 prot. Dated 8.5.2009 and sent to the Minister of Economy, Trade and Energy.
Special sectoral legal basis:

- a) Law No.8756, dated 26.3.2001 "On Civil Emergencies", as amended;
- b) Law No.8766, dated 5.4.2001 "On Fire Protection and Rescue", as amended.

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of knowledge and experience of staff	a) General technical director for full-time working function. (according to specifications)	a) Certificate for the general technical director b) Acts that prove the required work relationships

5. Licensing of sub-category A of the activity is done according to group II.

III. LICENSING OF SUB-CATEGORY ACTIVITIES I.2.B

6. The specific licensing requirements, as well as the types of relevant supporting documents for the sub-category B are given in Table 2 below.

Table 2

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	a) General technical director for full-time working function. (according to specifications)	a) Certificate for the general technical director b) Acts that prove the required work relationships
Adequacy of equipment, technology and environments with service standards	a) Premises b) Equipment (according to specifications)	Where applicable: ownership and / or use documents and / or documents reflecting the qualities and guarantees of these factors.
Adequacy of organization and rules of intervention in civil emergencies	a) The general rules b) Emergency action plans (according to specifications)	Basic internal regulation of organization and execution of emergency interventions according to specifications

7. Licensing of sub-category B of the activity is done according to group III.

a) The other institution related to this licensing is the Ministry of Interior / General Directorate of Civil Emergencies, the decision on behalf of which the General Director is based on the preliminary opinion of the Licensing and / or Certification Examination Commission established at this Directorate According to the order of the Minister.

b) The decision is based on the licensing documents, as well as on the on-site inspection and the factual assessment of the fulfillment of the relevant licensing criteria.

c) The deadline for making this decision is 30 days.

d) The license may be granted for the entire territory of the Republic of Albania or for certain territorial-administrative units in proportion to the human, technical and technological capacities of the subject.

IV. STARTING DATE OF LICENSING BY THIS DECISION

8. This decision enters into force on 9.6.2009.

CATEGORY I.3 SERVICE OF STORAGE AND / OR PHYSICAL SECURITY

I. CATEGORY DEVISION AND GENERAL RULES

1. The activity of “service of physical security” is the category I.3 of the annex to the law no.10 081, dated 23.2.2009 “On licenses, authorizations and permits in the Republic of Albania”²
2. The category of this activity is divided into two subcategories as follows:
 - a) “Services for the Protection of Persons, Facilities and Activities” with Code I.3.A;
 - b) “Preservation, Transport and Escort Service of Precious Goods” with the Code I.3.B.
3. The license for each sub-category is valid for a 4-year term.

II. LICENSING OF ACTIVITIES OF SUB-CATEGORY I.3.A and I.3.B

4. The specific licensing requirements, as well as the types of associated supporting documents for subcategories A and B, are given in Table 1 below.

Table 1

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge, experience and credibility	a) Technical managers (full-time working function); b) Subject official.	a) Professional and credibility certificate for the technical leader; b) Credibility certificate for the official; c) Acts that prove the required job relationships related to both functions.
Legal form of the subject	Only trade companies of sh.p.k. or sh.a	Act of registration on the trade register.

5. The licensing of activity for both sub-categories is done according to group III.
6. The other licensing institution is the General Directorate of State Police, the decision on behalf of which the General Director of the State Police receives on the basis of the preliminary opinion of the

² Proposed by: Minister of Interior with the act no. 3514 prot. Dated 8.5.2009 and sent to the Minister of Economy, Trade and Energy.

Special sectoral legal basis:

- a) Law No.8756, dated 26.3.2001, No. 8770, dated 19.4.2001 “On the physical security and safety service”, as amended
- b) Law No. 7566, dated 25.5.1992 “On Arms”, as amended.

Request for Licenses and Certification Commission which is issued upon the order of this directorate according to the legislation in force.

- a) The decision is based on the licensing documents and other data provided by the State Police structures that prove that the certification criteria of the technical director and / or the holder of the licensed subject are met even at the time of the examination of the license application.
- b) The deadline for making this decision is 60 days.

III. STARTING DATE OF LICENSING BY THIS DECISION

7. This decision enters into force on 9.6.2009.

FIELD II FOOD AND HEALTH

CATEGORY II.1 PRODUCTION AND / OR FOOD TRADE

I. CATEGORY DEVISION AND GENERAL RULES

- 1. The activity of "food production and / or trade" is the category II.1 of the Annex to Law No. 10 081, dated 23.2.2009 "On licenses, authorizations and permits in the Republic of Albania"³
- 2. This license is divided into the following subcategories:
 - a) "Manufacturing, processing and wholesale distribution of foodstuffs" with the Code II.1.A;
 - b) "Wholesale of food of animal origin (for humans)", with code II.1.B;
 - c) "Primary wholesale production", with the code II.1.C.
- 3. The activities of the subcategory with the codes II.1.A and II.1.C do not include the activities for which special licensing is foreseen under category II.3 of the Annex of the law no.10 081, dated 23.2.2009 "On licenses, authorizations and permits in the Republic of Albania ".
- 4. Licenses for sub-categories II.1.A, II.1.B and II.1.C are unlimited.

II. LICENSING OF SUBCATEGORY ACTIVITIES II.1.A

- 5. License for activities with Code II.1.A is given for each facility where the activity is performed.
- 6. The activities of sub-category II.1.A are specified in:
 - a) "Manufacturing, processing and wholesale distribution of food for people" with the code II.1.A.1.
 - b) "Manufacturing, processing and wholesale distribution of feed materials used for food", with the code II.1.A.2.
 - c) "Manufacturing, processing and wholesale distribution of non-food foodstuffs", with the code II.1.A.3.
- 7. Special licensing requirements, probationary documents and other accompanying documents for sub-categories II.1.A are set out in Table 1 below

Table 1

³ Proposed by the Minister of Agriculture, Food and Consumer Protection with the act no. 1771, prot. Dated 8.5.2009 sent to the Minister Economy, Trade and Energy. Special sectoral legal basis:

a) Law No.9863, dated 28.1.2008 "On Food" as amended

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	a) Technical manager (according to specifications)	a) Certificate for the general technical director b) Acts that prove the required work relationships
Adequacy of equipment, technology and environments with service standards	a) technical-technological standards b) hygiene and sanitation (according to specifications)	As appropriate: property documents and / or use, and / or documents that reflect the qualities of these factors

8. The licensing of Sub-Categories II.1.A is done according to Group III procedure.

9. The other institution that verifies the fulfillment of the licensing criteria is:

a) For specific activity with Code II.1.A.1, II.1.A.2 - National Authority for Food (NAF), whose decision is based on the evaluation of submitted documents and in-site inspection for the satisfaction assessment Rules and mandatory technical and technological standards and hygienic-sanitary conditions, or respectively

b) For activities with Code II.1.A.3 - Zootechnical Inspectorate (Livestock Production Sector), in the Regional Directorates of the Ministry of Agriculture, Food and Consumer Protection, whose decision is based on the evaluation of submitted documents and on inspection in a place for assessing the satisfaction of rules and mandatory technical and technological standards and hygiene and sanitary conditions.

10. The deadline for making the decision is 30 days.

III. LICENSING OF SUBCATEGORY ACTIVITIES II.1.B

11. License for activities with code II.1.B is provided for each place of activity of the sale activity.
12. Special licensing requirements, probationary documents and other accompanying documents for sub-category II.1.B are set out in Table 2 below.

Table 2

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of equipment, technology and environments with service standards	a) Facilities b) Technology c) Equipments related to technical-technological and hygienic-sanitary standards (according to specifications)	As appropriate: property documents and / or use, and / or documents that reflect the qualities of these factors

13. Licensing of sub-category II.1.B is done according to group III procedure.
14. The other institution that verifies the fulfillment of the licensing criteria is the National Food Authority (AKU), whose decision is based on licensing testing documents, as well as on site inspection and factual assessment of compliance with the relevant licensing criteria.
15. The deadline for making the decision is 30 days.

IV. LICENSING OF SUBCATEGORY ACTIVITIES II.1.C

16. License for activities with code II.1.C is given for each facility where the activity is carried out.
17. The special licensing requirements and other accompanying documents for subclasses II.1.C are set out in Table 3 below.

Table 3

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of equipment, technology and environments with service standards	a) Facilities b) Technology c) Equipments related to technical-technological and hygienic-sanitary standards (according to specifications)	Self-declaration

18. The licensing of sub-categories II.1.C shall be carried out according to the procedure of group I.

IV. TRANSITIONAL AND FINAL PROVISIONS, STARTING DATE OF LICENSING BY THIS DECISION

19. Entities performing retail activities related to subcategories A and B that understands entities registered as local taxpayers on small business are not licensed. These entities are obliged to notify the authorities mentioned as other institutions related to subcategories A and B for the place of performance of the activity and its nature no later than 30 days from the beginning of the retail activity.

20. Entities performing retail activities related to subcategory C that understands entities registered as local taxpayers on small businesses or farmers are not licensed. These entities are registered according to the legislation in force no later than 30 days from the beginning of the activity.

21. Until the date of commencement of the activity of the National Food Authority, the powers envisaged for it under this Decision shall be exercised by other institutions as provided for in Article 72, point 1, of Law No.9863, dated 28.1.2008 "On Food "and the acts adopted for its implementation.

22. The licensing of activities under this decision begins on 9.6.2009.

CATEGORY II.2 REPRODUCTION SERVICES, RACING OR VETERINARY ORGANIZATIONS

I. CATEGORY DEVISION AND GENERAL RULES

1. The activity of "breeding or veterinary services" is the category II.2 of the Annex to the law no.10 081, dated 23.2.2009 "On licenses, authorizations and permits in the Republic of Albania"⁴.

2. The category of this activity is divided into two subcategories as follows:

- a) "Natural interference and artificial insemination", with the Code II.2.A;
- b) "Production and / or trading of racial material", with the code II.2.B;
- c) "Veterinary clinic" with the code II.2.C.

3. Licenses for category II.2 are granted for each country where the activity is carried out and are time-barred.

I. LICENSING OF SUBCATEGORY ACTIVITIES II.2.A

4. The activities of sub-category II.2.A are specified in:

a) "Artificial insemination (artificial insemination stations / inseminations)" with the code II.2.A.1 and

b) "Controlled natural interference (natural gas stations)", with the Code II.2.A.2.

5. The special licensing requirements, as well as the types of proving documents and other accompanying documents for activities with the Code II.2.A.1 are set out in Table 1 below, while the special licensing criteria and other accompanying documents for activities with code II.2.A.2, are set out in Table 2 below.

⁴ Proposed by the Minister of Agriculture, Food and Consumer Protection in the act no. 1771, dated 8.5.2009, sent to the Minister of Agriculture, Food and Consumer Protection, Economy, Trade and Energy. Special sector legal basis:

- a) Law No.9426, dated 6.10.2005 "On Livestock Breeding" as amended,
- b) Law no. 9308, dated 04.11.2004 "On the Veterinary Service and Inspectorate", as amended.

Table 1

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	a) Technical manager (according to specifications)	a) Certificate for the general technical director b) Acts that prove the required work relationships
Adequacy of equipment, technology and environments with service standards	a) Facilities b) Equipments (according to specifications)	As appropriate: property documents and / or use, and / or documents that reflect the qualities of these factors
Adequacy of resources to supply racial material		Acts that prove contractual relations of supply of racial material by licensed entities for the production / marketing of racial material

Table 2

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	a) Technical manager (according to specifications)	Self-declaration
Adequacy of equipment, technology and environments with service standards	a) Facilities b) Equipments (according to specifications)	Self-declaration
Adequacy of male reproducers		Self-declaration

6. Licensing of sub-category II.2.A.1 shall be carried out according to the procedure of group III.

a) Other institutions that verify the fulfillment of the licensing criteria for the activities specified by the Code II.2.A.1 are the Zootechnical Inspectorate (Livestock Production Sector), the Regional Directorates of the Ministry of Agriculture, Food and Consumer Protection, whose decision is based on the assessment of submitted documents and in-site inspections to assess the satisfaction of licensing criteria.

b) The deadline for taking the decision by point is 30 days.

7. Licensing of sub-category II.2.A.2 shall be made according to the procedure of group I.

II. LICENSING OF SUBCATEGORY ACTIVITIES II.2.B

8. The activities of sub-category II.2.B are further specified in the production activities of racial, queens, gathering, storage, transfer, import, export or trading material.

9. Special licensing requirements, types of proof documents and other accompanying documents for activities with code II.2.B are set out in Table 3 below.

Table 3

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	Technical manager (according to specifications)	a) Certificate for the general technical director b) Acts that prove the required work relationships
Adequacy of equipment, technology and environments with service standards	According to specifications	As appropriate: property documents and / or use, and / or documents that reflect the qualities of these factors
The sanitary veterinary sufficiency of breeding animal breeding animals - only for racial breeding establishments	According to specifications	As appropriate: zootechnical and veterinary documents of animals

10. Licensing of activities with code II.2.B is done according to group III procedure.

11. Other institutions that verify the fulfillment of the licensing criteria for the activities specified in the Code II.2.B are:

a) Animal Production Inspectorate in the regional directorates of the Ministry of Agriculture, Food and Consumer Protection, whose decision is based on the evaluation of submitted documents and in-site inspections for assessing the satisfaction of licensing criteria.

b) for Racial Raising Production Centers, Veterinary Inspectorate (responsible structure for veterinary), in the regional directorates of the Ministry of Agriculture, Food and Consumer Protection, whose decision is based on the evaluation of presented documents and in-site inspection for the satisfaction assessment licensing criteria.

12. The deadline for making decisions by the institutions set forth in point 11 above is 30 days.

III. LICENSING OF SUBCATEGORY ACTIVITIES II.2.C

13. License for activities with code II.2.C is given for each place where the activity is performed.

14. The special licensing criteria, types of supporting documents and other accompanying documents for sub-categories II.2.C are set out in Table 4 below.

Table 4

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	Veterinary Manager	a) Certificate for the general technical director b) Acts that prove the required work relationships
Adequacy of equipment, technology and environments with service standards	a) Facilities b) Equipments (according to specifications)	Self-declaration

15. Licensing of sub-category II.1.C is made according to group II procedure.

IV. STARTING DATE OF LICENSING BY THIS DECISION

26. This decision enters into force on 9.6.2009.

CATEGORY II.3 ANIMAL GROWTH OR TRADING

I. CATEGORY DIVISION AND GENERAL RULES

1. The "Growth and / or Trade of Animals" activity is Category II.3 of the Annex to Law No. 10 081, dated 23.2.2009 "On Licenses, Authorizations and Permits in the Republic of Albania" (hereinafter referred to as "the Law").

2. This license is divided into the following subcategories:

a) "Breeding of animals in large agro-agricultural farms (with over 50" bovine units ") - with code II. 3. A;

b) "Cultivation of aquatic animals in aquaculture farms" - with code II.3.B;

c) "Wholesale of live animals", with code II.3.C;

3. Licenses for Category II activities. 3 are time limit.

4. License for Category II.3 activities are provided for each facility / site of activity.

II. LICENSING OF SUBCATEGORY ACTIVITIES II.3.A

5. Licensed entities for activities with the Code II.3.A have the right to perform also the wholesale trading activity of animals produced by them.

Table 1

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	Zootechnical or veterinary director (according to specifications)	a) Certificate for the general technical director b) Acts that prove the required work relationships
Adequacy of equipment, technology and environments with service standards	a) Facilities b) Equipments Regarding the technical-technological veterinary-sanitary standards according to the specific activities of the animal species	As appropriate: property documents and / or use, and / or documents that reflect the qualities of these factors

6. The special licensing requirements, as well as the types of proving documents and other accompanying documents for activities with the Code II.3.A.1 are set out in Table 1 below.

7. Licensing of activities with code II.3.A is done according to the procedure of group III of the law.

a) ~~The other institution that verifies the fulfillment of the licensing criteria for activities with the Code II.3.A.1 is the Zootechnical Inspectorate (livestock production sector), in the regional directorates of the Ministry of Agriculture, Food and Consumer Protection, whose decision is based In assessing submitted documents and in-site inspections for assessing the satisfaction of regulations and mandatory technical and technological standards of the environment (facilities of operation) and equipment.~~

b) The deadline for making the decision is 30 days.

8. The activity of "Livestock breeding on medium sized farms (11-50) and small (up to 10) bovine units is not licensed. These activities are registered under the special legislation in force.

III. LICENSING OF SUBCATEGORY ACTIVITIES II.3.B

9. Licensed entities for activities with the Code II.3.B have the right to perform also the wholesale trading activity of their products.

10. The special licensing criteria, as well as the types of proving documents and other accompanying documents for activities with code II.3.B are set out in Table 2 below.

Table 2

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements

Adequacy of staff knowledge and experience	Technical manager (according to specifications)	a) Certificate for the general technical director b) Acts that prove the required work relationships
Adequacy of equipment, technology and environments with service standards	a) Facilities b) Equipments Regarding the technical-technological veterinary-sanitary standards according to the specific activities of the animal species	As appropriate: property documents and / or use, and / or documents that reflect the qualities of these factors

11. Licencimi i veprimtarive me kodin II.3.B bëhet sipas procedurës së grupit III të ligjit.

a) The other institution that verifies the fulfillment of licensing criteria for activities with Code II.3.B is the Veterinary Inspectorate (responsible veterinarian structure) in the regional directorates of the Ministry of Agriculture, Food and Consumer Protection whose decision is based on the evaluation of submitted documents and in-site inspection for satisfaction assessment Of the mandatory technical and technological standards and veterinary and sanitary standards of the environment (facilities of activity) and equipment.

b) The deadline for making the decision under point 11 “a” above is 30 days.

IV. LICENSING OF SUB-CATEGORY ACTIVITIES II.3.C

12. The special licensing requirements, as well as the types of proving documents and other accompanying documents for activities with the code II.3.C are set out in Table 3 below.

Table 3

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of equipment, technology and environments with service standards	a) Facilities b) Equipments Regarding the technical-technological veterinary-sanitary standards according to the specific activities of the animal species	As appropriate: property documents and / or use, and / or documents that reflect the qualities of these factors

13. The licensing of activities under code II.3.C is carried out according to the procedure of group III of the law.

a) The other institution that verifies the fulfillment of licensing criteria for activities with Code II.3.C is the Veterinary Inspectorate (responsible veterinarian structure), in the regional directorates of the Ministry of Agriculture, Food and Consumer Protection, whose decision is based on the evaluation of presented documents and in-site inspection for satisfaction assessment Of the mandatory technical and technological standards and veterinary and sanitary standards of the environment (facilities of activity) and equipment.

b) The deadline for making the decision under point 13. "a" above is 30 days.

14. Entities performing retail activities related to subcategories C, which understands entities registered as paying domestic tax on small business or farmers, are not licensed. These activities are registered under the special legislation in force. These entities are obliged to enforce the applicable legislation throughout the time of the activity.

V. STARTING DATE OF LICENSING UNDER THIS DECISION

15. This decision enters into force on 9.6.2009

CATEGORY II.4 PRODUCTION AND / OR TRADE OF BEANS AND / OR FOODS

1. The activity of "Production and / or marketing of seeds and seedlings (plant propagating material)" is Category II.4 of the Annex to Law No. 10 081, dated 23.2.2009 "On licenses, authorizations and permits in the Republic of Albania⁵.

2. License of category II.4 is unlimited.

3. The specific licensing requirements and the types of accompanying documents for category II.4 are given in Table 1 below.

Detailed criteria and relevant supporting documents are published in the Ministry of Agriculture, Food and Consumer Protection and the State Entity of Seeds and Saplings in the information register of licenses and permits in cooperation with the National Licensing Center. Table 1

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	Technical Manager	Self-declaration
Adequacy of equipment and environments with service standards	According to the specific activity	Self-declaration

4. Activities licensing of category II.4 is carried out according to group I.

5. Activities licensing of under this decision begins on 9.6.2009.

⁵ Proposed by the Minister of Agriculture, Food and Consumer Protection, by the act no. 1771.prot. Dated 8.5.2009, sent to the Minister

Economy, Trade and Energy. Special sectoral legal basis:

a) Law No. 8732, dated 24.1.2001 "On plant propagating material", as amended,

CATEGORY II.5
PRODUCTION AND / OR MARKETING OF PLANT PROTECTION PRODUCTS,
FERTILIZERS AND / OR TOBACCO PRODUCTS

I. CATEGORY DIVISION AND GENERAL RULES

1. The activity of "production and / or trading of plant protection products, fertilizers and / or tobacco products" is Category II.5 of the Annex to Law No. 10 081, dated 23.2.2009 "On licenses, authorizations and permits in the Republic of Albania"⁶
2. Kategoria e kësaj veprimtarie ndahet në tre nënkategori si vijon:
 - a) "Manufacturing and marketing of plant protection products (dangerous and high risk products)", with the code II.5.A;
 - b) "Production and marketing of hazardous chemical fertilizers", with code II.5.B;
 - c) "Industrial Processing and / or Production of Tobacco Products", with the Code II.5.C.
3. Licenses for subclasses II.5.A, II.5.B for each specification are given for each location where the activity is performed.
4. Licenses for subclasses II.5.A, II.5.B and II.5.C are unlimited.

II. LICENSING OF SUBCATEGORY ACTIVITIES II.5.A

5. The activities of sub-category II.5.A are specified in:
 - a) "Manufacturing", with the Code II.5.A.1;
 - b) "Wholesale trading", with the code II.5.A.2;
 - c) "Retail Pharmacy", with code II.5.A.3.
6. The production license, with the code II.5.A.1, also includes the right of the licensed entity to market in bulk the goods produced at the place (plant) in which the production is carried out.
7. The special licensing requirements as well as the types of proving documents and other accompanying documents for activities with the Code II.5.A.1 and II.5.A.2 are set out in Table 1, while those for activities with Code II.5 .A.3 are set out in Table 2 below.

Table 1

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements

⁶ Proposed by the Minister of Agriculture, Food and Consumer Protection, by the act no. 1771. prot. dated 8.5.2009, sent to the Minister Economy Trade and Energy. Special sectoral legal basis:

- a) Law No. 9361, dated 24 March 2005 "On the Plant Protection Service", as amended,
- b) Law No. 8531, dated 23.9.1999 "On the Control of Fertilizer Fertilizers"
- c) Law dated on 16.11.2000 "On the manufacture and marketing of tobacco and cigarettes", as amended

Adequacy of staff knowledge and experience	General technical director for full-time working function. (according to specifications)	a) Certificate for the general technical director b) Acts that prove the required work relationships
Adequacy of equipment, technology and environments with service standards	a) Facilities b) Equipments c)PMB equipments	As appropriate: property documents and / or use, and / or documents that reflect the qualities of these factors
Adequacy of laboratory analysis	only for production activities (according to PMB)	As appropriate: documents that reflect the qualities and guarantees of these factors

Table 2

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	Technical manager (according to specifications)	a) Certificate for the general technical director b) Acts that prove the required work relationships
Adequacy of equipments and environments with service standards	Equipments according to PMB	As appropriate: documents and / or use, and / or documents that reflect the qualities and guarantees of these factors

8. Licensing of subclass II.5.A is done according to the procedure of Group III.

- Other institutions that verify the fulfillment of the licensing criteria for the activities specified in the Code II.5.A.1 and II.5.A.2 are the responsible Plant Protection Plant (Plant Protection Inspectorate) at the Ministry of Agriculture, Food and Consumer Protection, whose decision is based on the evaluation of submitted documents (for the technical director) and in-site inspections for the assessment of the satisfaction of the rules and mandatory technical and technological standards of equipment and environment where the activity is being conducted;
- The other institution that verifies the fulfillment of the licensing criteria for the activities specified in the Code II.5.A.3 is the responsible plant protection authority (Plant Protection Inspectorate) in the regional directorates of the Ministry of Food and Consumer Protection, which decision is based on the evaluation of submitted documents (for the technical director) and in-site inspections to assess the satisfaction of the rules and mandatory technical and technological standards of equipment and the environment where the activity is being conducted;
- The deadline for making decisions from these other institutions is 30 days.

III. LICENSING OF SUBCATEGORY ACTIVITIES II.5.B

9. The activities of sub-category II.5.B are specified in:

- a) “Manufacturing”, with the Code II.5.B.1.
- b) “Wholesale Trade” with the Code II.5.B.2.
- c) “Retail trade”, with the Code II.5.B.3.

10. Production license, with the code II.5.B.1 also includes the right of the licensed production entity to trade in wholesale or retail the manufactured goods at the place (plant) in which the production is carried out. While the wholesale trading license, with the code II.5.B.1 also includes the right of the licensed entity for wholesale trading to trade the manufactured goods in the country (plant) in which the licensing was made.

11. The special licensing criteria, the types of proofs and other supporting documents for activities with code II.5.B.1 and II.5.B.2 are set out in Table 3, while the special licensing criteria, other accompanying documents For activities with the Code II.5.B.3 are set out in Table 4 below.

Tabela 3

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	General technical director for full-time working function. (according to specifications)	a) Certificate for the general technical director b) Acts that prove the required work relationships
Adequacy of equipments and environments with service standards	a) Facilities b) Technology c)PMB equipments	As appropriate: property documents and / or use, and / or documents that reflect the qualities and guarantees of these factors
Adequacy of laboratory analysis	Only for production activities (according to PMB)	As appropriate: documents that reflect the qualities and guarantees of these factors

Tabela 4

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	Technical manager (according to specifications)	a) Certificate for the general technical director b) Acts that prove the required work relationships
Adequacy of equipments and environments with service standards	Equipments according to PMB	As appropriate: property documents and / or use, and / or documents that reflect the qualities and guarantees of these factors

12. The licensing of activities with the Code II.5.B.1 and II.5.B.2 shall be conducted according to the procedure of Group III of the Law:

a) Other institutions that verify the fulfillment of the licensing criteria for the activities specified in the Code II.5.B.1 and II.5.B.2 is the chemical fertilizer control service whose decision is based on the evaluation of the supporting documents (For the technical director) and in-site inspections to assess the satisfaction of the rules and mandatory technical and technological standards of equipment and the environment where the activity takes place.

b) The deadline for making the decision is 30 days.

13. While the licensing of activities with the Code II.5.B.3 is done according to Group I procedure.

IV. LICENSING OF SUBCATEGORY ACTIVITIES II.5.C

14. The activities of sub-category II.5.C are specified in:

a) "Industrial tobacco processing", with code II.5.C.1 and;

b) "Production of tobacco products", with the code II.5.C.2.

15. A subject may be provided with a license of sub-category II.5.C for one or both of the specific activities and at the same place of carrying out the activity, in accordance with the extent to which the detailed criteria are met at the same time or at different times.

16. The specific licensing requirements, types of supporting documents and other accompanying documents for subclass II.5.C are set out in Table 5 below.

Tabela 5

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements

Adequacy of equipment, technology and environments with specific service standards	a) Facility; b) Technology; (According to specific activity)	As appropriate: property documents and / or use, and / or documents that reflect the qualities and guarantees of these factors
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17. Licensing of sub-category II.5.C of activities is carried out according to group III.

a) The other institution that verifies the fulfillment of the licensing criteria for the activities specified in the Code II.5.A.1 and II.5.A.2 is the National Tobacco-Cigarette Agency whose decision is based on the assessment of the documents Presented and on-site inspection for assessing the satisfaction of rules and mandatory technical-technological standards.

b) The deadline for making the decision is 30 days

VI. STARTING DATE OF LICENSING UNDER THIS DECISION

18. This decision enters into force on 9.6.2009.

CATEGORY II.6

PRIMARY MEDICAL SERVICES, HOSPITAL OR STOMATOLOGY

I. CATEGORY DIVISION AND GENERAL RULES

1. The activity of “primary, hospital or dental health services” is the category II.6 of the Annex of Law No. 10 081, dated 23.2.2009 “On licenses, authorizations and permits in the Republic of Albania”⁷

2. The category of this activity is divided into two subcategories as follows:

a) “Primary and / or dental medical services” with code II.6.A;

b) “Hospital Services” with Code II.6.B.

3. Category A and B sublicenses licenses are time-consuming.

II. LICENSING OF SUBCATEGORY ACTIVITIES II.6.A

4. The activities of sub-category II.6.A are specified in:

a) “Laboratory services”: microbiological, biochemical, immunological, genetical anatomy, pathology, cytology, dentistry, optics and other specialties with code A.1;

b) “Medical cabinets” : only with a medical specialty such as imaging cabinets, optic optic cabinets, endoscopic diagnosis cabinets and other specialties, with code A2;

c) “Dental services”: clinic and / or dental cabinet, with code A.3;

d) “Medical Center”: with some medical specialties for medical visits and consultations, diagnostics, ambulatory treatments, micro surgical treatments, with code A4;

⁷ Proposed by the Minister of Health with the act no.1915.prot., Dated 8.5.2009 sent to the Minister of Economy, Trade and Energy. Special sectoral legal basis:

a) Law no. 9106, dated 17.7.2003 "On hospital service in the Republic of Albania", as amended;

b) Law no. 9928, date 9.6.2008 "On the dental health service", as amended;

c) Law no. 8876, dated 4.4.2002 "On Reproductive Health", as amended.

d) Law no. 9739, dated 21.5.2007 "On the blood transfusion service in the Republic of Albania", as amended

e) Law no. 8193, dated 6.2.1997 "On organ transplantation", as amended

e) “Other health and curative services”: physiotherapy, aesthetic center where medical service approaches, drug addiction treatment centers, bathing centers, palliative care and other, with code A.5.

5. The specific licensing requirements, as well as the types of supporting evidence and documents for the sub-category A are given in Table 1

Tabela 1

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	Technical Manager (Medical, Laboratory, etc., according to specifications and specialties)	a) Certificate for the general technical director b) Acts that prove the required work relationships
Adequacy of equipments, technology and environments with service standards	According to specifications and specialties	As appropriate: property documents and / or use, and / or documents that reflect the qualities and guarantees of these factors

6. Licensing of sub-category A of activities is done according to group II.

III. LICENSING OF SUBCATEGORIES ACTIVITIES II.6.B

7. Hospital services can be specified according to the request of the entity seeking to be licensed and meeting the criteria of the required specialties. Hospital service may also include activities of subcategory A.

8. The specific licensing requirements, as well as the types of relevant supporting documents for the sub-category B are given in Table 2 below.

Tabela 2

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	General Medical Manager (full-time function)	a) Certificate by specialties b) An act that proves the individual's work relationship with the licensed subject

Adequacy of equipments, technology and environments with service standards	a) Facilities b) Equipment according to hospital specialties and number of beds	As appropriate: property documents and / or use, and / or documents that reflect the qualities and guarantees of these factors
Adequacy of organization and rules of performance of services	According to hospital specialties and number of beds	Internal rules of organization and rules of service delivery by specialty

9. Licensing of sub-category B of activities is done according to group III.

a) The other licensing institution is the Ministry of Health, the decision on behalf of which the Request for Examination of Licenses and / or Certification of Health Services is issued by the Minister of Health. The decision is based on the licensing documents for this stage, as well as the factual assessment of the fulfillment of the relevant licensing criteria.

b) The deadline for making the decision is 30 days.

VII. STARTING DATE OF LICENSING UNDER THIS DECISION

10. This decision enters into force on 9.6.2009.

CATEGORY II.7

MANUFACTURING AND / OR TRADING OF MEDICINE FOR ANIMAL OR ANIMALS

I. CATEGORY DIVISION AND GENERAL RULES

1. The activity of "Production and / or marketing of medicines (for humans or animals)" is category II.7 of the Annex of Law No. 10 081, dated 23.2.2009 "On licenses, authorizations and permits in the Republic of Albania"⁸

2. The category of this activity is divided into three subcategories as follows:

a) "Pharmacies or pharmaceutical agencies" with code II.7.A;

b) "Wholesale Medication", with the Code II.7.B;

c) "Medication production", with code II.7.C.

3. Category A, B and C subcategory licenses are time limit

4. The activities of the subcategories A, B, C are specified in:

a) Humans medication. The corresponding code is added at end number 1;

b) Animal medicaments. The corresponding code is added to the number 2 at the end.

⁸ Proposed by the Minister of Health with the act no.1914.prot, dated 8.5.2009 and the Minister of Agriculture, Food and Consumer Protection with the act no 1771.prot, dated 8.5.2009, sent to the Minister of Economy, Trade and Energy. Special sectoral legal basis:

a) Law No. 9323, dated 25.11.2004 "On medicines and pharmaceutical service", as amended,

b) Law No. 7975, dated 26.7.1995 "On narcotic drugs and psychotropic substances", as amended

c) Law no. 9308, dated 04.11.2004 "Veterinary service and inspectorate", as amended

II. HUMANS MEDICAMENTS

II.1 Licensing of activities of subcategory II.7.A.1

5. This activity is distinguished by pharmacy and pharmaceutical agency. The corresponding code is added respectively to the letters F and Af.

6. The specific licensing requirements, as well as the types of relevant supporting documents for the sub-category A are given in Table 1 below.

Tabela 1

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	Pharmacist leader, as appropriate Pharmacy or pharmaceutical agency (Full-time function)	a) Certificate for the pharmacist's technical manager as appropriate pharmacy or pharmaceutical agency; b) A document proving the necessary work experience as a pharmacist. c) An act that proves the required work relationship with the licensed subject and the franchise
Adequacy of equipments, technology and environments with service standards	a) Facilities; b) Equipments According to pharmacy activities or pharmaceutical agency	As appropriate: property documents and / or use, and / or documents that reflect the qualities and guarantees of these factors

7. Licensing of sub-category A of activities is done according to group II.

II.2 Licensing of activities of subcategory II.7.B.2

8. The specific licensing requirements, as well as the types of relevant supporting documents for the sub-category B are given in Table 2 below.

Tabela 2

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements

Adequacy of staff knowledge and experience	Pharmacist leader, as appropriate Pharmacy or pharmaceutical agency (Full-time function)	a) Certificate for the Pharmacist's Technical Manager, as appropriate pharmacy or pharmaceutical agency. b) A document proving the necessary work experience as a pharmacist. c) An act that proves the required work relationship with the licensed subject and the franchise.
Adequacy of equipments, technology and environments with service standards	a) Facilities b) Equipments	As appropriate: property documents and / or use, and / or documents that reflect the qualities and guarantees of these factors
Adequacy of the organization and rules of production, storage and security	According to the type of drugs that are traded	Internal rules of organization and rules of production, deposition and insurance

9. Licensing of sub-category B of activities is done according to group III.

a) The other institution related to this licensing is the Ministry of Health, the decision on behalf of which the structure charged for this purpose is taken by the minister's instructions. The decision is based on the licensing documents, as well as on the on-site inspection and the factual assessment of the fulfillment of the relevant licensing criteria.

b) The deadline for making this decision is 30 days.

II.3 Licensing of activities of subcategory II.7.C.1

10. The specific licensing requirements as well as the types of accompanying supporting documents for the subcategory C are given in Table 3 below.

Tabela 3

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	General technical director for full-time working function.	a) Certificate for the relevant drug production specialty b) Act that proves the required job relations
Adequacy of equipments, technology and environments with service standards	Facilities Technology (According to the type of medication)	As appropriate: property and / or use documents as well as documents that reflect the quality of the equipment, technology, and facilities specifications according to specifications.

Adequacy of the organization and rules of production, storage and security	According to the type of drugs that are produced	Internal rules of organization and rules of production, deposition and insurance
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11. Licensing of sub-category A of activities is done according to group II.

a) The other institution related to licensing is the Ministry of Health, the decision on behalf of which the structure charged for this purpose is taken by the Minister's instructions. The decision is based on licensing certification documents as well as on-site inspections and assessment of the fulfillment of licensing criteria.

b) The deadline for making the decision is 30 days.

III. ANIMALS MEDICAMENTS

12. The specific licensing requirements, as well as the types of relevant supporting and accompanying documents relating to the animals for each of the three subcategories A, B and C, are similar to those for medicinal products according to the respective annexes to this decision.

13. The licensing groups and procedures for animal medicines are the same as those for human medicines according to the same subcategories with the difference that:

a) In the case of subcategories B and C the other institution is the Ministry of Agriculture, Food and Consumer Protection, the decision on behalf of which the Veterinary Directorates;

b) The technical manager in the case of subcategories A and B must have the veterinarian profession.

14. Animal production and trading activities are licensed more specifically to medicines for human beings.

IV. STARTING DATE OF LICENSING BY THIS DECISION

15. This decision enters into force on 9.6.2009.

CATEGORY II.8 OTHER HEALTH AND / OR HYGIENE-SANITARY SERVICES

1. Activities performing "other health or sanitation services" are those defined in category II.8 of the Annex of Law No. 10 081, dated 23.2.2009 "On licenses, authorizations and permits in the Republic of Albania"⁹

2. The activities of this category are divided into two subcategories as follows:

a) "Hygiene and healthcare services" with code II.8.A;

b) "Hygienic-health intervention services" such as disinfection, deratization, disinsection and other such type with the code II.8.B.

c) Activities in the field of public health that are not licensed under another category with the Code II.8.C.

⁹ Proposed by the Minister of Health with the act no.1916, prot. Dated 8.5.2009, sent to the Minister of Economy Trade and Energy.

Special sectoral legal basis:

a) Law No. 7643, dated 2.12.1992 "On State Sanitary Inspectorate", amended, as well as other legislation in force regarding public health,

3. One subject, upon his or her request, may be licensed for one or both of these subcategories according to the degree of fulfillment of the relevant licensing criteria.
4. The license of these activities is time limit.
5. The specific licensing requirements, as well as the types of relevant supporting documents for the subcategories A, B, C are given in Table 1 below.

Tabela 1

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	Technical manager (according to specifications)	a) Certificate for the general technical director b) Acts that prove the required work relationships

6. Licensing of activities of subcategories A, B, C is done according to group II.
7. Activities licensing under this decision begins on 9.6.2009.

FIELD III ENVIRONMENT AND SOIL ENVIRONMENTS BASED

CATEGORY III.1 ON IMPACT ON ENVIRONMENT

1. The environmental permits set forth in point 34, item 5 of the Law No. 8934, dated 5.9.2002 "On the Protection of the Environment", as amended, are included in category III.1 of the Annex of Law No. 10 081, dated 23.2.2009 "On Licenses , Authorizations and permits in the Republic of Albania".
2. Environmental impact permits are divided into three sub-categories as follows:
 - a) "Simple environmental permit" with Code III.1.A;
 - b) "Environmental permit" with code III.1.B;
 - c) "Integrated environmental permit" with Code III.1.C.
3. The designation in point 2.a replaces the names "environmental authorization" and "environmental consent" used before the implementation of this decision under point 7 below.
4. Permit of subcategories A, B, C are treated according to group III. The accompanying and accompanying documents submitted by the applicant, the meaning of the type of activities and their impact on the environment, the other institution, the procedure for reviewing the request and the deadlines for responding to the NLC for a request that has passed the phase Seen by the NLC, for subcategories A, B, C are the ones defined by the Law No. 8934, dated 5.9.2002 "On Environmental Protection", as amended, and the sub-legal acts for its implementation.
5. Permit according to this decision begins on 1.10.2009.

CATEGORY III.2

EXPERTISE AND / OR PROFESSIONAL SERVICES RELATED TO ENVIRONMENTAL IMPACT

I. CATEGORY DIVISION AND GENERAL RULES

1. The activity of "expertise and / or professional services related to environmental impact" is Category III.2 of the Annex to the Law No. 10 081, dated 23.2.2009 "On licenses, authorizations and permits in the Republic of Albania".
2. The category of this activity is divided into two subcategories as follows:
 - a) "Expertise activities related to environmental impact" with code III.2.A;
 - b) "Other professional activities related to environmental impact", with the code III.2.B.
3. Category III.2 licenses are granted without a time limit.

II. LICENSING OF SUB-CATEGORY ACTIVITIES III.2.A

4. The activities of sub-category III.2.A are specified in the environmental impact assessment and environmental auditing with respective codes A.1 and A.2.
5. A subject may be provided with a Category III.2.A license, for one or both of the specific activities in accordance with the extent to which detailed criteria are met, at the same time or at different times.
6. The special licensing requirements, as well as the types of proving documents and other accompanying documents for category III.2.A are set out in Table 1 below.

Tabela 1

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	Technical manager	a) Certificate for the general technical director b) Acts that prove the required work relationships

7. Licensing of sub-category III.2.A is done according to group II procedure.

III. LICENSING OF SUBCATEGORY ACTIVITIES III.2.B

8. Licenses for sub-category III.2.B are issued for each location where the activity is performed.
9. The activity of sub-category III.2.B is specified in activities such as collection, transport, storage, recycling, processing or disposal of waste of various types.
10. The specific licensing requirements, as well as the types of probationary documents and other accompanying documents for category III.2.B, are set out in Table 2 below.

Table 2

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	General technical director for full-time working function. (according to specifications)	a) Certificate for the general technical director b) Acts that prove the required work relationships
Adequacy of equipments, technology and environments with service standards	a) Facilities b) Technology (according to specifications)	As appropriate: property documents and / or use, and / or documents that reflect the qualities and guarantees of these factors

11. The licensing of sub-category III.2.B is done according to group III procedure.

a) The other institution that verifies the fulfillment of the licensing criteria for sub-category III.2.B is the structure of the Ministry of Environment, Forestry and Water Administration designated by the Minister's instructions under the territorial jurisdiction of the place where the activity is conducted. The decision is based on probation and on-site inspections for assessing compliance with relevant licensing criteria.

b) The deadline for making the decision is 30 days.

IV. STARTING DATE OF LICENSING BY THIS DECISION

12. This decision enters into force on 9.6.2009.

CATEGORY III.3

WASTE IMPORTING FOR RECYCLING, PROCESSING, AND / OR USE OR IMPORT OF OZONE-DEPLETING SUBSTANCES

1. The activity of "import of waste for the purpose of recycling, processing, and / or using or importing ozone depleting substances" is Category III.3 of the Annex to the Law No. 10 081, dated 23.2.2009 "On licenses, authorizations and permits in the Republic Of Albania"¹⁰.

2. The category of this activity includes only the use and / or substitution of ozone-depleting substances through import.

3. License for subclass III.3 is time limit and is given for each location where the activity is performed.

4. The special licensing criteria, as well as the types of probationary documents and other accompanying documents for activities with code III.3 are given in Table 1 below.

¹⁰ Proposed by the Minister of Environment, Forests and Water Administration with act no.103. prot. Dated 8.5.2009, to the Minister of Economy, Trade and Energy.

Special sectoral legal basis:

a) Law No. 8934, dated 5.9.2002 "On Environmental Protection" as amended

Tabela 1

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	Technical manager	a) Certificate of technical manager b) Act that proves the required job relations
Adequacy of equipments, technology and environments with service standards	a) Facilities b) Equipments	As appropriate: property documents and / or use, and / or documents that reflect the qualities and guarantees of these factors

5) Licensing of sub-category III.3 is done according to group III procedure.

a) The other institution that verifies the fulfillment of the licensing criteria is the structure of the Ministry of Environment, Forestry and Water Administration designated by the minister's instructions according to the territorial jurisdiction in the place where the activity is conducted. The decision is based on testing documents and in-site inspections to assess the satisfaction of the relevant licensing criteria.

b) The deadline for making the decision is 30 days.

6. This decision enters into force on 9.6.2009.

CATEGORY III.4

USE AND / OR FLOOR RETREAT (SOIL AND / OR WATER)

1. "The use, use and / or cultivation of land and / or water flora" is the use of the public good by category III.4 of the annex to the law no.10 081, dated 23.2.2009 "On licenses, authorizations and permits in the Republic of Albania"¹¹.

2. The use of the public good by category III.4 is specified in the use for different activities permitted under the legislation in force for the parts of the forest or pasture fund, the use of the forest fund (unless it is carried out by residents for the needs of The use of the grazing and / or grazing stock, the granting of the right to harvest / harvest medicinal, ethereal and tannic herbs as well as any other activity of use, use and breeding of flora for which it is not A special permit is foreseen under the legislation in force.

¹¹ Proposed by the Minister of Environment, Forestry and Water Administration with Act No 100. Prot. Dated 8.5.2009, to the Minister of Economy, Trade and Energy.

Special sectoral legal basis:

a) Law no. 8934, dated 5.9.2002 "On Environmental Protection", as amended

b) Law no. 9385, dated 4.5.2005 "On Forests and Forest Service", amended c) Law no. 9693, dated 19.3.2007 "On the Pasture Fund", as amended,

d) Law no. 9693, dated 19.3.2007 "On the Pasture Fund", as amended,

e) Law No. 10120, dated 23.4.2009 "On the Protection of Medicinal, Alcoholic, Natural Tanks" Fund, as amended

3. Permits for Category III.4 are treated according to the procedures provided for in the applicable legislation without the involvement of NLC.
4. Permit according to this decision begins on 9.6.2009

CATEGORY III.5 USE AND / OR FAUNA SURFACE (SOIL AND WATER)

I. CATEGORY DEVISION AND GENERAL RULES

1. “Use and / or cultivation of land and / or water fauna” is the category III.5 of the Annex to Law No. 10 081, dated 23.2.2009 “On licenses, authorizations and permits in the Republic of Albania”¹².
2. The category of use of these public goods is specified in three subcategories as follows:
 - a) Fishing and other forms of exploitation of wild aquatic fauna, with the code III.5.A
 - b) Exploitation, use and / or breeding of wild land fauna, with the code III.5.B
 - c) Sport and tourist organized hunting (granting the parts of fund in hunting), with the code III.5. C
3. The uses of sub-category III.5.A are specified by fishing techniques with floating vehicles at sea (with the specialties: bottom fishing, small and / or large pelagic fishing, mollusk, turbo blowers, selective and coastal fishing) with the code III.5.A.1 and all other uses (fishing in internal waters, fishing by co-management organizations (OMP) (Albanian Organization of Management of Fisheries) and administration of the lagoons and other aquatic estuarine waters areas with the code III.5.A.2.
4. The uses of sub-category III.5.B are specified in the use of wild fauna species for scientific, cultural, educational, zoological collections, in the benefit of life products, the use of their life activities, wild fauna breeding, frog, snails, turtles, reptiles and other similar wild fauna.
5. III.5.A.2, III.5.B and III.5.C sub-categories and their respective specifications are handled in accordance with the procedures provided by the legislation entered into force without the inclusion of NLC, with the exception of professional fishing at sea, which is handled according to the procedures of paragraph 6-10 below this decision.

I. THE PERMIT WITH THE CODE OF SUBCATEGORY III.5.A.1

1. The permit on professional fishing at sea, with the code III.5.A.1, is a five-year term permit and is issued for each cruise vessel separately.
2. The specific conditions of the permit, as well as the types of supporting documents for the permit specified in paragraph 6 above, are set out in Table 1 below:

Table 1

Special requirements	Activity factors and / or specifications and specialization applied to the	Types of supporting documents related to specific requirements
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¹² Proposed by the Minister of Environment, Forests and Water Administration with act no.102, prot. Dated 8.5.2009, sent Minister of Economy, Trade and Energy. Special sectoral legal basis:

	special requirements	
Adequacy of equipments, technology and environments with service standards.	Sailing vehicle (according to the fishing techniques) b) Stationary fishing and fish storage facilities according to the techniques of fishing	a) For the floating vehicle: Certificate of ownership and / or for the use of ship / (Harbor management guide) by the Harbormasters, the flag evidence by the Harbormasters Cruise Certificate - Marine Registry document of the vessel's register by the border police (seafront) b) for equipments self-declaration

3. The permit on professional fishing at sea is granted according to the procedure of Group III.
- a) The other institution that verifies the fulfillment of the license conditions is the Directorate of Fisheries Policies at the Ministry of Environment, Forests and Water Administration, whose decision is based on the evaluation of submitted documents for the assessment in the fulfillment of the license conditions.
- b) The deadline for taking the decision is 10 days.
- I. THE DATE OF LICENSING INITIATION ACCORDING TO THIS DECISION
4. The granting of the license according to this decision begins on 9.6. 2009.

CATEGORY II.7 EXPERTISE AND/OR PROFESSIONAL SERVICES RELATED TO BASIC ENVIRONMENTAL RESOURCES

1. The activity of "Expertise and / or Professional services related to basic environmental resources" is the category III.7 of the Annex of Law No. 10 081, dated 23.2.2009 "On Licenses, Authorizations and Permits in the Republic of Albania"¹³
2. The category of this activity is specified in two subcategories as follows:
 - a) "Expertise and / or professional services related to forests or pastures", with the code III.7.A.
 - b) "professional water perforator" with the code III.7.B
3. The license for category III.7 has no expiration date.
4. The specific conditions of licensing, as well as the types of supporting documents for category III.7.A are set out in Table 1 below.

Table 1

¹³ Upon the Minister of Environment, Forests and Water Administration proposal, by the act no. 101, prot. Dated 8.5.2009, sent to the Minister of Economy, Trade and Energy
Special Sector Legal Basis:

- a) Law No. 8093, dated 16.11.2000 "On Water Sources", as amended
- b) Law No. 9385, dated 4.05.2005 "On Forests and Forest Service", as amended
- c) Law No.9693, dated 19.3.2007 "On the Pasture Fund", as amended,

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	Technical leader (according to the type of basic information)	a)Certificate for the technical leader b)Act that certifies the required employment relations

5. The licensing of sub-category III.7.A is carried out according to the procedure of group II.
6. The specific conditions of licensing, as well as the types of supporting documents for category III.7.B are set out in Table 2 below.

Table 1

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	Technical leader	Self-declaration
Adequacy of equipments, technology and environments with service standards	Equipments (according to the specialty specifications)	Self-declaration

7. The licensing of sub-category III.7.B is carried out according to the procedure of Group I.
8. Licensing of activities according to this decision begins on 9.6.2009.

FIELD IV MINERAL, HYDROCARBON AND ENERGY RESOURCES

CATEGORY IV.1 MINERALS OR HYDROCARBONS

1. Mining or hydrocarbon permits prescribed by law no.7796, dated 17.2.1994 "Mining Law of Albania", as amended, and Law No.7746 of 28.7.1993 "On hydrocarbons (research and production)", as amended, are included in category IV.1 of the Annex of Law No. 10 081, dated 23.2.2009 "On Licenses, Authorizations and Permits in the Republic of Albania"¹⁴.

¹⁴ Upon the Minister of Economy, Trade and Energy proposal by the same act this decision is proposed.
Special Sector Legal Basis:

2. Hydrocarbon permits are the sub-category IV.1.A. Application and issuance of permits shall be conducted in accordance with the procedures prescribed by law no. 7746, dated 28.07.1993, "On hydrocarbons (research and production)", as amended, and its implementing acts.
3. The mining permit is the sub-category IV.1.B. The supporting documents submitted by the applicant, the specific types of mining permits, the other institution, the procedure for reviewing his application and the deadlines to respond to the NLC for an application that has passed the first stage by NLC for each of the specific types of this permit are the respective ones prescribed by law no. 7796, dated 17.2.1994 "Mining Law of Albania", as amended, and the sub-legal acts for its implementation.
4. The issuance of permits according to this decision begins on 9/6/2009.

CATEGORY IV.4

EXPERT AND PROFESSIONAL SERVICES RELATED TO MINING, HYDROCARBON AND ENERGY RESOURCES

1. The activity of "Expert and / or Professional Services related to Mineral, Hydrocarbon and Energy Resources" is the category IV.4 of the annex of the law no.10 081, dated 23.2.2009 "On licenses, Authorizations and Permits in the Republic of Albania"¹⁵
2. The category of this activity is divided into three subcategories as follows:
 - a) "Expertise and / or professional services related to mining resources" with the code IV.4.A.
 - b) "Expertise and / or professional services related to hydrocarbon resources" with the code IV.4.B
 - c) "Expertise and / or professional services related to energy resources" with the code IV.4.C
3. The specific conditions of licensing, as well as the types of supporting documents for category IV.4.A, B, C are set out in Table 1 below.

Table 1

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	Technical leader (according to the source type)	a)Certificate for the technical leader b)Act that certifies the required employment relations

a) Law no.7796, dated 17.2.1994 "The Mining Law of Albania", as amended

b) Law no. 7746 dated 28.07.1993, "On hydrocarbons (research and production)", as amended

¹⁵ Upon the Minister of Economy, Trade and Energy proposal by the same act this decision is proposed.

Special Sector Legal Basis

a) Law no.7796, dated 17.2.1994 "The Mining Law of Albania", as amended

b) Law no. 7746 dated 28.07.1993, "On Hydrocarbons (research and production)", as amended

c) Law no. 9072 dated 22.05.2013 " On Power Sector" , as amended

4. The licensing of sub-category IV.4.A, B, C is carried out according to the procedure of group II.
5. Licensing of activities according to this decision begins on 9.6.2009.

FIELD VII TRANSPORT

CATEGORY VII.1 INTERNATIONAL ROAD TRANSPORT OF PASSENGERS

1. The activity of "International Road Transport of Passengers" is the category VII.1 of the Annex of Law no. 10 081, dated 23.2.2009 "On Licenses, Authorizations and Permits in the Republic of Albania"¹⁶.
2. Licensing of this activity is general and the license has no expiry date.
3. International passenger transport services of the type: regular, regular specialized, round-trip and occasional are subject to the authorization process according to the relevant legislation entered into force. Authorizations for regular, regular specialized services and round trips after entering into force are published in the register of licenses and permits.
4. The license is a prerequisite for the issuance of authorizations for the services specified in point 3 above.
5. The specific conditions of licensing and the types of relevant supporting documents are given in Table 1 below.

Table 1

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	The management of transport activity	a)Certificate for leader of the transport activity b)Acts that certify the required employment relations
Good reputation	a)For the leader of the transport activity b)For the entity that applies a license	a)Self-declaration signed by the leader of the transport activity b)Sample self-declaration signed by the office-holder of the entity that requires to be licensed
Financial Reliability	A minimal amount and reserve capital according to the number of vehicles	Document that verifies the fulfillment of this condition

¹⁶ Upon the Minister of Public Works, Transportation and Telecommunication proposal, by the act no.3196. prot. Dated 12.5.2009, sent to the Minister of Economy, Trade and Energy.

Special Sector Legal Basis:

a) Law no. 8308, dated 18.3.1998 "On Road Transport", as amended.

6. The licensing of the activity is carried out in accordance with the group III.
7. The other institution related to this licensing is the Ministry of Public Works, Transportation and Telecommunications; the decision on whose behalf is taken by the institution charged to this function under the Minister's order. The decision is based solely on the certifying licensing documents.
8. The deadline for taking this decision is 30 days.
9. Licensing of activities according to this decision begins on 9.6.2009.

CATEGORY VII.2

INTERNATIONAL ROAD TRANSPORT OF GOODS FOR THIRD PARTIES AND LEASED

1. The activity of "International Road Transport of Goods" is the category VII.2 of the Annex of Law No. 10 081, dated 23.2.2009 "On Licenses, Authorizations and Permits in the Republic of Albania"¹⁷.
2. Licensing of this activity includes the international transport of goods for third parties and leased.
3. Licensing is not applied for transport to third parties in cases prescribed by legislations entered into force. It is not subject to licensing of international transport of goods for its own account.
4. The license has no expiry date.
5. The specific conditions of licensing and the types of relevant supporting documents are given in Table 1 below.

Table 1

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	Management of the transport activity	a)Certificate for leader of the transport activity b)Acts that certify the required employment relations
Good reputation	a)For the leader of the transport activity b)For the entity that applies for a license	a)Self-declaration signed by the leader of the transport activity b)Sample self-declaration signed by the office-holder of the entity that requires to be licensed
Financial Reliability	A minimal amount and reserve capital according to the number of vehicles	Document that verifies the fulfillment of this condition

¹⁷Upon the Minister of Public Works, Transportation and Telecommunication proposal by the act no.3197. prot. Dated 12.5.2009, sent to the Minister of Economy, Trade and Energy.

Special Sector Legal Basis:

- a) Law No. 8308, dated 18.3.1998 "On Road Transport", as amended.

6. The licensing of the activity is carried out in accordance with the group III.
7. The other institution related to this licensing is the General Directorate of Road Transport Services according the procedure defined under the Minister's order. The decision is based solely on the certifying licensing documents.
8. The deadline for taking this decision is 30 days.
9. Licensing of activities according to this decision begins on 9.06.2009.

FIELD VIII INDUSTRY AND OTHER SERVICES

CATEGORY VIII.1 PRODUCTION, DEPOSITION, TRANSPORTATION, USE, AND / OR MARKETING OF PRODUCTS AND / OR MATERIALS OR OTHER DANGEROUS EQUIPMENTS

1. Production, deposition, transport, use, and / or marketing of products and / or materials or other dangerous equipments are included in the category VIII.1 of the Annex of Law No. 10 081, dated 23.2.2009 "On Licenses, Authorizations and Permits in the Republic of Albania"¹⁸.
2. The category of these activities is divided into three subcategories as follows:
 - a) "The wholesale trading of oil, gas, by-products including those bio, as well as fuels" with the code VIII.1.A.
 - b) "Activities related to dangerous chemical substances and preparations" with the code VIII.1.B
 - c) "Activities related to sources of ionizing radiation" with the code VIII.1.C.
3. The retail trade is licensed according to the legislation entered into force. Other specific activities with these substances are not licensed.
4. The specific conditions of licensing and the types of relevant supporting documents of sub-category VIII.1.A are given in Table 1 below.

Table 1

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of environments,	a)Environments and	As appropriate: Documents of

¹⁸ Upon the Minister of Economy, Trade and Energy proposal, by the same act that this decision is proposed.
Special Sector Legal Basis:

- a) Law No. 8450, dated 24.2.1999, "On the Processing, Transportation and Trade of oil, gas and their by-products", as amended
- b) Law No. 9876, dated 14.02.2008 "For Production, Transportation and Trade of Biofuels and other renewable fuels, for transport"
- c) Law No. 9108, dated 17.7.2003, "On Chemical Substances and Preparations"
- d) Law No. 8025, dated 9.11.1995, "On Protection against Ionic Radiation", as amended.

technology and equipments with service standards	b)The technology of deposition c)Means of transport according to the type of substances and regarding security standards and mandatory reserve	ownership and / or for use as well as documents that reflect the qualities and guarantees of these factors.
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5. The licensing of sub-category VIII.1.A is carried out accordance with the group II.
6. The licensing of sub-category VIII.1.B is applied only when the activity is related to such substances which are classified as dangerous according to the legislation entered into force and where such licensing is not carried out according to any other category / subcategory. Licensing of these activities is carried out according to the classifications, condition and procedures set out for license II.5.B.
7. Licenses of sub-categories VIII.1.A, B have no expiry date.
8. The licensing of sub-category VIII.1.C is carried out according to the legislation entered into force.
9. Licensing of activities according to this decision begins on 9.6.2009.

FIELD IX EDUCATION AND SCIENCE

CATEGORY IX.1 PRE-UNIVERSITY EDUCATION

I. DIVISION OF THE CATEGORY AND GENERAL RULES

1. The activities of “Pre-university education” are included in the categories IX.1 of the Annex of Law No. 10 081, dated 23.2.2009 "On Licenses, Authorizations and Permits in the Republic of Albania"¹⁹.
2. The category of this activity is divided into three subcategories as follows:
 - a) “Pre-university education” with the code IX.1.A
 - b) “Pre-University Supplementary Education Institution” with Code IX.B
 - c) “Religious university education and / or in a foreign language” with code IX.1.C
3. Licensing of subcategory C shall be pursuant to law no. 7952, dated 21.6.1995 “On the pre-university education system”, as amended.

II. LICENSING OF ACTIVITIES OF THE SUB-CATEGORY IX.2.A

4. Subcategory B activities are specified according to educational levels and / or profiles
 - a) “Pre- primary school education (kindergarten)” with code IX.1.A.1
 - b) “Primary education - low cycle” with code IX.1.A.2
 - c) “Primary education – high cycle” with code IX.1.A.3
 - d) “ General Secondary Education (gymnasium)” with code IX.1.A.4

¹⁹ Upon the Minister of Education and Science proposal by the act no.2886, dated 8.5.2009, sent to the Minister of Economy, Trade and Energy

Special Sector Legal Basis:

- a) Law No. 7952, dated 21.6.1995 "On the Pre-University Education System", as amended
- b) Law no.8872, dated 29.3.2002 “For Vocational Education and Training in the Republic of Albania”,

- e) "Secondary artistic and social cultural education" with code IX.1.A.5
- dh)"Secondary vocational education" with the code IX.1.A.6
- f) "Secondary Technical Education" with the code IX.1.A.7
- g) "Special Education" with the code IX.1.A.8
- 5. Licenses for Subcategory A have no expiry date.
- 6. The specific conditions of licensing and the types of relevant supporting documents of subcategory A are given in Table 1 below.

Table 1

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience.	The Teaching Leader a)(Full time function, excluding additional education) b)Teaching staff (according to the specific education)	a)Certificate for the Teaching Leader and acts that certify the required employment relations b)The complete list of teaching staff and data on relevant education and on the work experience of the teaching staff
Product / Service adequacy with rules and standards	a)Schedules b)Curriculums c)Textbooks (according to the specific education)	a)The curriculum b)Subject programs c)Texts to be implemented by the institution
Appropriateness of equipment, technology and environments with service standards	a)Learning environments related to standards b)Teaching materials related to teaching standards (according to the specific education)	Documents of ownership and / or for use / or documents that reflect the types, qualities and guarantees of these factors
Adequacy of the organization and rules to exercise the activity	a)Internal Rules b)Service fees	The internal regulation for the organization and functioning of the institution Fee declaration to be applied by the entity

- 7. The licensing activities of subcategory A is carried out in accordance with the group III.
- a) The other institution is the Ministry of Education and Science, the decision on whose behalf is taken by the Commission of License Applications Review and / or Certification for Educational services, which is established and operates under the Minister's order. The decision is based on certifying licensing documents, on the inspection at place and on the factual assessment of the fulfillment of the relevant licensing conditions.
- b) The deadline for taking the decision is 4 months.

- c) The application to the NLC is accepted not earlier than 5 months from the beginning of the school year.

III. LICENSING OF ACTIVITIES OF THE SUB-CATEGORY IX.2.B

- 8. The activities of sub-category IX.2.B are specified according to the specific type of additional education activities the subject offers.
- 9. The specific conditions of licensing as well as the types of relevant supporting documents for sub-category B are the same as those of sub-category A.
- 10. Licenses for Sub-category B have no expiry date.
- 11. The licensing of these activities, in accordance with the respective specific conditions, is carried out according to the same procedures as those of subcategory IX.2.A with the difference that:
 - d) The deadline for the decision taken from the other institution is 30 days;
 - e) The application is accepted at any time excluding the case when supplementary education is offered in relation with the academic year, case in which the restriction is applied so that the request is accepted to the NLC not earlier than 2 months from the beginning of the school year.

IV. THE DATE OF LICENSING INITIATION ACCORDING TO THIS DECISION

- 12. Licensing of activities according to this decision begins on 01.10.2009

FIELD X SOCIAL CARE AND EMPLOYMENT CATEGORY X SOCIAL CARE SERVICES

I. DIVISION OF THE CATEGORY AND GENERAL RULES

- 1. The activities of "Social Care Services" are included in the categories X.1 of the Annex of Law No. 10 081, dated 23.2.2009 "On Licenses, Authorizations and Permits in the Republic of Albania"²⁰.
- 2. The category of this activity is divided into two subcategories as follows:
 - a) "Community care services" with code X.1.A.
 - b) Residential care services with code X.1.B.

²⁰ Upon the Minister of Labor, Social Affairs and Equal Opportunities proposal by the act No. 945 dated 11.5.2009, sent to the Minister of Economy, Trade and Energy.
Special Sector Legal Basis: Law No. 9355, dated 10.3.2005 "On Social Assistance and Services", as amended.

3. These activities can be specified and / or specialized according to the nature of the service and / or groups and beneficiary individuals.
 4. Licenses of both subcategories have no expiry date.
- II. LICENSING OF ACTIVITIES OF THE SUB-CATEGORY X.1.A
5. The specific condition of licensing and the types of relevant supporting documents of sub-category A are given in Table 1 below.

Table 1

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience.	Technical leader	a)Certificate for the teaching leader b)Acts that certify the required employment relations

6. The licensing of activities of sub-category A is carried out in accordance with the group II.

III. LICENSING OF ACTIVITIES OF THE SUB-CATEGORY X.2. B

7. The specific conditions of licensing and the types of relevant supporting documents of sub-category B are given in Table 1 below.

Table 1

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	Technical leader	a)Certificate for the technical leader b)Act that certifies the required employment relations
Appropriateness of equipment, technology and environments with service standards.	a)Environments b)Equipments According to the type of residential services	As appropriate: Documents of ownership and / or for use well as documents that reflect the qualities and guarantees of these factors

8. The licensing of activities of sub-category A is carried out in accordance with the group II.
 - a) The other institution in licensing these activities is the Ministry of Labor, Social Affairs and Equal Opportunities, the decision on whose behalf is issued by Commission of License Application Review and / or Certification, which is established under the Minister's order.
 - b) The decision is based on licensing certifying documents as well as on the inspections at place and on the assessment of the fulfillment of relevant licensing conditions by the institution in the relevant district of the National Employment Service.
 - c) The deadline for taking this decision is 30 days.
- IV. LICENSING OF SOCIAL CARE ACTIVITIES THAT HAVE EITHER EDUCATIONAL AND / OR HEALTH COMPONENTS
9. Entities that combine social care services with healthcare and / or education may apply separately or at the same time for licenses for educational and / or health activities. The review of the applications for these additional activities is done according to the respective procedures.
- V. THE DATE OF LICENSING INITIATION ACCORDING TO THIS DECISION
10. Licensing of activities according to this decision begins on 09.06.2009

CATEGORY X.2

MEDIATION SERVICES IN THE LABOR MARKET AND / OR VOCATIONAL TRAINING

I. DIVISION OF THE CATEGORY AND GENERAL RULES

1. The activities of "Mediation services in the Labor Market and/or Vocational Training" are included in the categories X.2 of the Annex of Law No. 10 081, dated 23.2.2009 "On Licenses, Authorizations and Permits in the Republic of Albania"²¹.
2. The category of this activity is divided into two subcategories as follows:
 - a) "Mediation in the labor market "with code X.2.A.
 - b) "Vocational Training" with Code X.2.B.
3. Licenses of both subcategories have no expiry date.
- II. LICENSING OF ACTIVITIES OF THE SUB-CATEGORY X.2.A
4. The specific conditions of licensing and the types of relevant supporting documents of sub-category A are given in Table 1 below.

Table 1

Special requirements	Activity factors and / or specifications and specialization applied to	Types of supporting documents related to specific requirements
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²¹ Upon the Minister of Labor, Social Affairs and Equal Opportunities proposal by the act No. 945 dated 11.5.2009, sent to the Minister of Economy, Trade and Energy.

Special Sector Legal Basis:

- a) Law No. 7961, dated July 12, 1995, "The Labor Code in the Republic of Albania", as amended
- b) Law No. 7995, dated 20.09.1995 "On Employment Promotion", as amended
- c) Law No. 8872, dated 29.03.2002 "For Vocational Education And Training In The Republic Of Albania", as amended

	the special requirements	
Adequacy of staff knowledge and experience	Technical leader	a)Certificate for the technical leader b) Acts that certifies the required employment relations
Adequacy of the capital as a security reserve for third parties	Minimal capital reserve	A document that proves the capital reserve – freeze

5. The licensing of activities of sub-category A is carried out in accordance with the group II.

III. LICENSING OF THE ACTIVITIES OF THE SUB-CATEGORY X.2.B

6. The activities of sub-category IX.2.B are specified according to the specific type of professional training activities the subject offers.
7. The specific conditions of licensing and the types of relevant supporting documents of sub-category B are given in Table 2 below.

Table 1

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	The Teaching Leader	a)Certificate for the Teaching Leader b)Act that certifies the required employment relations
Appropriateness of equipment, technology and environments with service standards.	a)Learning environments b)Teaching tools According to the type of vocational training courses	According to the case: Documents of ownership and / or for the use as well as documents that reflect the qualities and guarantees of these factors.

8. The licensing of activities of sub-category A is carried out in accordance with the group III.
 - a) The other institution in licensing these activities is the Ministry of Labor, Social Affairs and Equal Opportunities, the decision on behalf of which is taken by the Commission of License Application Review and / or Certification for Health Services, which is established under the Minister's order.
 - b) The decision is based on the licensing certifying documents as well as the on the inspections at place and the factual assessment of the respective licensing conditions by the institution in the respective district of the National Employment Service.

- c) The deadline for taking this decision is 30 days.

IV. THE DATE OF LICENSING INITIATION ACCORDING TO THIS DECISION

9. Licensing of activities according to this decision begins on 09.06.2009.

FIELD XI JUSTICE AND LAW

CATEGORY XI.2 THE JUDICIAL BAILIFF/ENFORCEMENT SERVICE

1. The activity of "The judicial Bailiff/Enforcement Service" is the category XI.2 of the Annex of Law No. 10 081, dated 23.2.2009 "On Licenses, Authorizations and Permits in the Republic of Albania"²².
2. Licensing of activities is carried out according to the second group prescribed by the Law No. 10 081, dated 23.2.2009 "On Licenses, Authorizations and Permits in the Republic of Albania".
3. The licenses for the exercise of the private judicial enforcement service are granted indefinitely.
4. The specific conditions of licensing as well as the types of relevant supporting documents of sub-category A are given in Table 1 below:

Table 1

Special requirements	Activity factors and / or specifications and specialization applied to the special requirements	Types of supporting documents related to specific requirements
Adequacy of staff knowledge and experience	The agent of enforcement service (Full time and franchise)	a)Certificate for the judicial enforcement agent b)Act that certifies the required employment relations
Adaptability of the legal form	Trade entity	The Trade Register Act

5. Licensing of this activity is carried out in accordance with the group II.
6. Licensing of activities according to this decision begins on 9.6.2009.

²² Upon the Minister of Justice proposal by the act No. 3990 dated 13.5.2009, sent to the Minister of Economy, Trade and Energy

Special Sector Legal Basis:

Law No. 10031, dated 11.12.2008 "On private judicial bailiff service", as amended

ANNEX 2
CATEGORIES OF THE LICENSES THAT ARE ISSUED WITHOUT THE INVOLVEMENT
OF NLC

No.	No. of field/category	Type of category	The code of sub/category	Fields / categories / sub-categories of activities and / or of public goods and their uses
	Field I			National security, public order and citizen protection
1	1.	License		Production and / or trading of military (weapons, ammunition, materials, equipments, technology, etc.)and / or dual-use goods
	Field III			Environment and basic environmental resources
15	4.	Permit		Utilization and / or cultivation of flora (land and / or aquatic)
16	5.	Permit		The exploitation and / or fauna breeding (land or aquatic)
			A	Fishing and other forms of exploitation of wild aquatic fauna
			2	All other uses of subcategory A
			B	The exploitation, use and / or breeding of wild land fauna
			C	Sport and tourist organized hunting (granting of hunting fund),
17	6.	Permit		Utilization of waters over and / or under / ground and / or basins and their materials
	Field IV			Mining, hydrocarbon and energy resources
19	1.	Permit		Mining or hydrocarbons
			B	Hydrocarbons
20	2.	Permit		For all cases that derive from the concession laws (Public-Private Partnerships Laws)
21	3			Cases and other types of the usage of energy resources.
	Field V			Territory and construction
23	1.	License		Expertise and / or professional

				services related to the development of territory and / or construction
24	2.	Permit		Territorial and / or constructional development
	Field VI			Cultural heritage
25	1.	License		Expertise and / or professional services related to cultural heritage
26	3.	Permit		Restoration and / or revitalization of cultural heritage monuments
27	4	License		Collective management of copyright
	Field VII			Transportation
30	3.	License		Expertise and / or professional services related to road transport
			A	Driver's education
31	4.	License		International maritime transport of vehicles and / or passengers
32	5.	License		For port services
33	6.	License		For rail transport
34	7.	License		For airport services
	Field VIII			Industry and Other Services
35	1.	License		Production, deposition, transportation, use and / or trading of products and / or other dangerous goods or other equipments
			B	Activities related to sources of ionizing radiation
	Field IX			Education and Science
36	1.	License		Pre-university education
			C	Pre-university religious education and / or in a foreign language
37	2.	License		Higher Education
	Field X			Social Care and Employment
	Field XI			Justice and law
40	1.	License		Notary service
42	3.	License		Other professional or professional services related to civil and / or criminal laws
	Field XII			Public finances
43	1.	License		For the favored tax treatment and / or customs (Most-favored- nation treatment)
44	2.	License		Expert or professional financial services or services related to public finances

45	3.	License	Organization of gambling.
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ANNEX 3
THE ORIENTATION CONTENT OF THE LICENSE AND APPLICATION TITLE

THE ORIENTATION CONTENT OF THE LICENSE TITLE

(1) No. of item	(2) Type of item	The meaning of the relevant item and the way of completion
1.	NCL's logo	(Self-explanatory)
2.	Serial Number	a) A serial number, which uniquely distinguishes the title of license. This number is deployed by the electronic system. b) This code is the same both for the written document of the title given to the entity, and for the electronic registration of this title. This number is separated from the sectors.
3.	License / Permit Code according to the categories	License code according to fields, categories, subcategories and specifications (when the last are codified). For e.g. II.6.A.(1+2+3)
4.	Date of the title issuance by NLC	(Self-explanatory)
5.	License / Permit Holder	Here is set the full name of the licensee, the number in the register by which this entity and the address of his headquarters are distinguished.
6.	The name of category	Here is set the full name of the category
7.	The name of sub-category	Here is set the full name of the subcategory (if there is any).
8.	The name of specific licensed activity(s)	a) Here is set the name of the specific activity when this is codified. b) When the entity has requested to exercise more than one specific activity, here are set the names of all those specific activities that have been required to be licensed c) If such notes require more than 250 characters, then the following note must be: "For the types of specifications see the attached document No"
9.	The name of the specialty	a) Here is set the name of the specialty b) When the entity has requested to exercise more than one specific activity, here are set the names of all those specific activities that have been required to be licensed c) If such notes require more than 250 characters, then the following note must be: "For the types of specifications see the attached document No"
10.	The descriptive name of the activity	a) Here is set the name of the activity in general terms and according to the practice of the relevant sector if the

		<p>codification according to: sub-categories, specifications and specialties has missed or when it has not exhausted the name of the activity.</p> <p>b) If a detailed description of the activity is required or analysis, drawings or data are required, then a general name of activity is indicated here as well as the note “For a detailed description of the activity, see the attached document no ...”</p>
11.	The place where the activity will be carried out	Here is set the address where the licensed activity will be carried out, which may be the same or different from the registered seat of the entity.
12.	Any other code as appropriate	<p>a) Here are set codes / numbers according to fields / sectors</p> <p>b) If only one such code was not sufficient and there was a need for other data, then after the code the note: “For other data see the attached document no.”, may appear.</p>
13.	The validity of the license / permit	<p>According to the relevant case. Here must be written;</p> <p>a) Term in years</p> <p>b) The expiration date</p>
14.	Specific restrictions on activities or use of public good	<p>a) Here is always written the statement: “The license/permit is exercised according to the restrictions of the legislation entered into force”</p> <p>b) If there are specific restrictions which may be of interest, they should be noted on the front page of the title and when these are small and simple and can be written in a small cell on the first page of the title (no more than 250 characters) are then merged here, otherwise when the limitations are numerous and require more lines to be written then they will be given in the corresponding annex with a reference number with the note “For other data on specific restrictions see the attached document no.”</p>
15.	Obligations in carrying out the activity	<p>Here is always written the expression : “The license/permit is exercised according to the restrictions of the legislation entered into force”</p> <p>b) If there are specific restrictions which may be of interest, they should be noted on the front page of the title and when these are small and simple and can be written in a small cell on the first page of the title (no more than 250 characters) are then merged here, otherwise when the limitations are numerous and require more lines to be written then they will be given in the corresponding annex with a reference number with the note “For other data on specific restrictions see the attached document no.”</p>
16.	Attachments	a) When the title of the license has attachments they are

		provided by a short name for each attachment (if these notes do not contain more than 250 characters) or it must be written: "Attachment 1, Attachment 2, Attachment 3 ..." b) If there are no attachments, the expression: "There is no attachment" is written.
17.	Signature and seal of NLC	Self-explanatory

Note: This information (without attachments) must be graphically sorted into a single A4 format page.

THE ORIENTATION CONTENT OF THE LICENSE APPLICATION

(1) No. of item	(2) Type of item	The meaning of the relevant item and the way of completion
FIRST PAGE		
1.	The applicant of the license	Here is written the full name of the licensee, the number in the register by which this entity and the address of his headquarters are distinguished
2.	The person who submits the application	a) Here is written the name of the person who submits the application in the name of the applicant as well as his / her identification number. b) When this person is the office-holder of the entity that has applied, according to the founding acts and / or statutes, the capacity of this person, is written down. c) When the person does not have this capacity, but has an authorization from the subject that has applied, a data of this document is written down and the authorization or the power of attorney must be attached to the application and the expression: "See the attached document No ..." is written down.
3.	The paid fee	a) The payment of the administrative fee for the service provided by NLC is highlighted. Here the note "NLC paid Fee" is written down.
4.	The name of category	Here is set the full name of the category required.
5.	The name of sub-category	Here is set the full name of the sub-category required, (if there is any).
6.	The name of the specific licensed activity(s)	a) Here must be set the name of the specified activity required, when this is codified. b) When an entity wants to exercise more than one specific activity, here are set the names of all those specific activities. c) If these notes require more than 250 characters then the

		note: "For the types of specifications required see the attached document No" is written down.
7.	The name of the specialty	a) Here must be set the name of the specialty that is required. b) When an entity wants to exercise more than one specific specialty, here are set the names of all those required.
8.	The code	Here is written the code that comes as a result from classification names in rows 4 - 7.
9.	The descriptive name of the activity and/or its detailed description	a) Here is set the name of the activity in general terms and according to the practice of the relevant sector if the codification according to: sub-categories, specifications and specialties has missed or when it has not exhausted the name of the activity. b) If a detailed description of the activity is required or analysis, drawings or data are required, then a general name of activity is indicated here as well as the note "For a detailed description of the activity, see the attached document No ..."
10.	Place of performance of the activity/exercise permit	Here is set the address where the licensed activity will be carried out, which may be the same or different from the headquarters of the subject.
11.	Any other code as appropriate	a) Here are set the codes or specific numbers according to fields / sectors. b) If only such a code was not enough and there was a need for other data, then after the code a note may be displayed "For other data, see the attached document No...."
SECOND PAGE		
12.	Certifying documents submitted	a) Here is listed the inventory of all certifying documents submitted by the person who submits the application through a short name of each attachment (if these notes do not contain more than 500 characters) or it is written: "Attachment 1, Attachment 2, Attachment ..." b) If there is no attachment, the expression "There is no attachment" is written down.
13.	Other supporting documents	a) Here is listed the inventory of all certifying documents submitted by the person who submits the application through a short name of each attachment (if these notes do not contain more than 500 characters) or it is written: "Attachment 1, Attachment 2, Attachment ..." b) If there is no attachment, the expression "There is no attachment" is written down.
14.	The general statement on behalf of the license applicant. I do hereby declare under my responsibility and of the entity I represent that: The data declared and the documents submitted are true and genuine. I recognize and	

	agree with the licensing conditions as well as the legal limitations and obligations that must be observed and respected during the exercise of this activity.	
15.	Name and Signature of the declarant	Name and signature
16.	Signature of the desk employee	Name and signature
17.	Number of application	A serial number, which uniquely differentiates the application and is placed by the electronic system.
18.	Date of application	The date when the application is placed on the electronic system.

Note: This information (without attachments) should be graphically arranged on two single A4 pages.
